

BY-LAWS OF THE SCOTTSDALE AIRPORT ADVISORY COMMISSION

OFFICE OF THE
CITY CLERK

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I. ORGANIZATION

101. Elections

The Commission shall, in regular session following the first day of January of every year, elect from its members a Chairman and Vice-Chairman. The term of office shall be one year and no officer shall succeed him or herself more than once.

102. Chairman

The Chairman shall preside at all meetings and hearings of the Commission, decide all points of order or procedure and perform all duties required by Section 5-109 of the Scottsdale Revised Code. The Chairman may not initiate motions or engage in protracted discussions, but shall vote on each issue.

103. Vice-Chairman

The Vice-Chairman shall be the Acting Chairman and shall perform all duties of the office whenever the Chairman is absent.

104. Vacancy

Should the office of Chairman be vacated, the Vice-Chairman shall succeed the Chairman for the remaining term of office. At the next regular Commission meeting, a new election shall be held for the Vice-Chairman's office. Should the Vice-Chairman office be vacated, a new election shall be held at the next regular Commission meeting to elect a Vice-Chairman.

105. Committees

The Commission may appoint such subcommittees of its members, as it feels necessary on any subject pertinent to the matters being heard by and of natural concern to the Commission. The Commission may appoint one of its members to serve as chairman of each subcommittee. These subcommittees shall be empowered to meet with Airport Administration, the City Council, and any other such official body or others as necessary to satisfy their respective purposes, and shall make such reports to the Commission as may be requested by a majority vote of the members of the Commission.

106. Legal Counsel

The City Attorney, or the City Attorney's designated representative, shall be the legal counsel for the Commission. Advice of counsel shall be received and entered in the minutes before disposition of any question of law or matter requiring legal interpretation or advice.

II. MEETINGS

201. Study Sessions

Study sessions of the Commission shall be held on the second Wednesday of each month at 6:00 p.m., unless otherwise scheduled by majority vote of its members.

202. Regular Meetings

Regular meetings of the Commission shall be held on the second Wednesday of each month immediately following the study session, unless otherwise scheduled by majority vote of its members. In the event the Commission desires not to hold the preceding study session, the regular meeting shall begin at 6:00 p.m., unless otherwise scheduled by majority vote of its members.

203. Special Meetings

Special meetings may be held by the Commission on the majority vote of its members, or on the call of its Chairman, which call shall be filed with the Airport Director. The manner of the call shall be noted in the minutes of the special meeting, and at least twenty-four (24) hours notice of the meeting shall be given to each member. The Airport Director shall receive forty-eight (48) hours notice and shall post meeting notices at least twenty-four (24) hours before any such meeting.

204. Executive Session

Executive sessions may be held before or after any regular or special meeting, or at any other time on call of the Chairman, which shall be filed with the Airport Director, or by majority vote of the members. The Airport Director shall post meeting notices at least twenty-four (24) hours before any such meeting.

205. Quorum

A quorum necessary for the transaction of business shall consist of four (4) members of the Commission. The business of the Commission shall be transacted by the majority vote of members present, except as provided in Section 401.

206. Absence of the Chairman and Vice-Chairman

In the absence of the Chairman and Vice-Chairman, the senior Commission member present may convene the meeting.

207. Member Attendance

If any member of the Commission shall be absent from three (3) consecutive or four (4) of six (6) consecutively scheduled meetings, without good cause and prior notice to the Chairman or Vice-Chairman, the Chairman shall notify the Mayor of said action.

208. Public Comment, Presentations, Time Limitations

The Commission, by majority vote of its members, may limit members of the public, whether speaking on their own behalf or as a representative of an organization or group, to a three (3) minute presentation on any matter.

209. Agenda Items

The Airport Director will place items on the agenda with the concurrence of the Chairman, or by a majority vote of the members of the Commission.

210. Conflict of Interest

All members of the Commission shall comply with the State Conflict of Interest Law, Title 38, Chapter 3, Article 8, Arizona Revised Statutes.

211. Abstention

Any member who may subjectively believe participating in discussion or voting on cases coming before the Commission could give the appearance to the general public of a conflict of interest may voluntarily abstain from participating in such cases.

III. OFFICIAL RECORDS

301. Definition

The official record shall include these by-laws, and the minutes of the Commission meetings, together with all applications, exhibits, correspondence, findings, decisions and other official actions or other items filed with or issued by the Commission.

302. Recording of Vote

Minutes shall be kept for all meetings of the Commission and shall show the vote of each member on every question on which the Commission is required to act, or shall indicate absence or failure to vote. Minutes shall also show records of all other official actions.

303. Retention of Files

All applications and other matters coming before the Commission shall be filed in the Airport Administration Office in accordance with that department's general file system. The Airport Director shall keep a permanent file of all applications, exhibits, findings, correspondence, decisions and other official actions of the Commission. The tape recordings of the public hearings of the Commission, if any, shall be retained intact for not less than thirty (30) days after the City Council shall make a final decision in the specific subject on the tape. Original applications shall be retained as long as is required by standard City procedure.

304. Public Record

In accordance with Arizona public record law, all of the public records of the Commission shall be open to public inspection during normal business hours.

IV. RULES AND AMENDMENTS

401. Amendment Procedure

Amendments to these by-laws may be made by the Commission upon the affirmative vote of four (4) members, provided any such amendment is proposed at a preceding meeting, or is submitted in writing at a prior regular meeting of the Commission and is noted in the minutes of such meeting. Amendments adopted as above shall become effective at the next regular meeting of the Commission.

402. Copy of By-Laws

A certified copy of these by-laws and any amendments thereto shall be placed on record in the Airport Administration Office and the City Clerk within ten (10) days of the date of their adoption.

403. Robert's Rules of Order

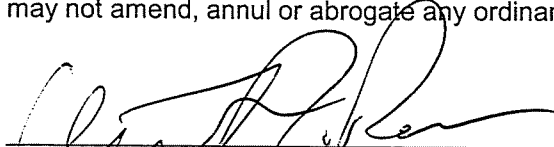
When any question of parliamentary procedure arises, it shall be decided on the basis of Robert's Rules of Parliamentary Procedure, unless otherwise specified in these by-laws of the Commission.

404. Written Communications

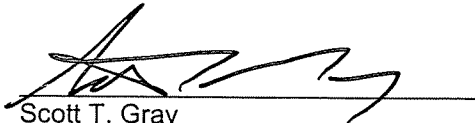
All written communications to outside groups shall be sent out over the signature of the Chairman or Vice-Chairman of the Commission.

405. Interpretation and Conflict

In the event that any Commission by-law shall be at variance with any State statute or any ordinance or resolution of the City of Scottsdale, the statute, ordinance, or resolution shall prevail. These by-laws are intended only to supplement such ordinance and resolutions and may not amend, annul or abrogate any ordinance or resolution of the City of Scottsdale.

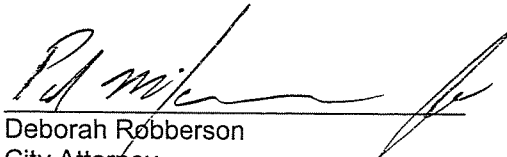

Arthur R. Rosen, Chairman
Airport Advisory Commission

2-11-2009
Date


Scott T. Gray
Aviation Director

2/11/09
Date

APPROVED AS TO FORM:


Deborah Robberson
City Attorney

2/23/09
Date